# Performance and development process for school-based employees in 2025

School-based employees can again choose to undertake either the Statement of Expectation or the standard Performance and Development Plan (PDP) process to meet performance and development requirements.

Employees selecting the Statement of Expectation process are not required to complete any routine documentation or monitoring in eduPay. Employees selecting the PDP process will complete their PDP using the PDP templates in eduPay.

Employees should indicate to their senior education improvement leader, principal or reviewer (as appropriate), by Wednesday 30 April 2025, whether they will undertake the 2025 Statement of Expectation or the standard PDP process.

Further information is available in the [School Update](https://eduvic.sharepoint.com/sites/schoolupdate/sitepages/school-update-25-february.aspx?web=1).

##### Find out more

For more information, contact the People and Initiatives team by email: [school.leadership@education.vic.gov.au](mailto:school.leadership@education.vic.gov.au).

# Recruiter and Applicant guides

The School Jobs Vic Recruiter and Applicant help guides will be updated over the next few weeks.

It is recommended that school recruiters and applicants use the guides that are available online as follows:

* [School Recruiter guides](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/school-jobs-vic-Help-Recruiter.aspx)
* [Applicant Guides](https://www.schools.vic.gov.au/applicant-help-school-jobs-vic).

# Casual Relief Teacher Panel – Rules of Use

This Issue contains…

* Performance and development process for school-based employees in 2025
* Recruiter and Applicant guides
* Casual Relief Teacher Panel - Rules of Use
* Annual Translation to ongoing process
* Workers’ Compensation - training and webinars in 2025

The eduPay Way

* Project – Time in Lieu (TIL) 2025
* Overpayments reimagined – notifications and more information coming 31 March 2025
* Reminders

The Casual Relief Teacher (CRT) Panel [Rules of Use](https://eduvic.sharepoint.com/sites/SchoolsSecure/SitePages/Department-Managed-Categories.aspx?cid=62a29b44-a61d-4569-bd4b-c700d4a992fc&xsdata=MDV8MDJ8QW5nZWxhLlBpbmVyb0BlZHVjYXRpb24udmljLmdvdi5hdXw5NGUyZjA4MTFjZTc0OWFjN2UzODA4ZGQ2NzcwNTFhNXxkOTZjYjMzNzFhODc0NGNmYjY5YjNjZWMzMzRhNGMxZnwwfDB8NjM4NzgwNDU0MjkxMjk2NDg0fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKRmJYQjBlVTFoY0draU9uUnlkV1VzSWxZaU9pSXdMakF1TURBd01DSXNJbEFpT2lKWGFXNHpNaUlzSWtGT0lqb2lUV0ZwYkNJc0lsZFVJam95ZlE9PXwwfHx8&sdata=Ly9PbVM2Y3kvcmRLazgxNGMvL2UyRGRWUzRDYkZ2cFRTK05ETXVsQm80OD0%3d) is updated regularly to show the current CRT Panel agency rates and fees. Schools are encouraged to regularly check the Rules of Use for the most up to date information regarding the terms and conditions for CRT engagements through panel listed agencies.

A reminder that schools who wish to engage an agency for the provision of CRTs are required to engage with the panel listed agencies contracted through the department's CRT panel arrangement. Schools may only consider engaging with non-listed agencies if the school has exhausted all available panel agencies.

For any CRT Panel Head Agreement questions please contact Schools Recruitment at: [sr.crt.panel@education.vic.gov.au](mailto:sr.crt.panel@education.vic.gov.au).

# Annual Translation to ongoing process

Principals are reminded that responses to employee lists sent in the week commencing 10 March 2025 require a response due by 30 April 2025. Please ensure where you have received lists containing eligible employees that a response has been provided to the department by 30 April 2025.

Responses or any queries regarding the translation to ongoing process can be directed to: [sr.annual.translation@education.vic.gov.au](mailto:sr.annual.translation@education.vic.gov.au).

# Workers’ Compensation - training and webinars in 2025

Several workers’ compensation free online training sessions are available during Term 1, 2025 and throughout the year.

Please share this information with your return-to-work coordinators and staff responsible for workers’ compensation claims management.

This [training](https://www2.education.vic.gov.au/pal/workers-compensation/resources) will help your school to meet your return-to-work obligations. It will also support workers to remain at work or help them return to work as soon and as safely possible following an injury.

### Workers’ Compensation training

[Workers’ compensation (one-day course)](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=1717&LM_CI_ID=1306&NAV=URL)

Updates staff on regulatory and process changes and provides department-specific material on how to support injured staff to return to work safely.

[Return-to-work coordinator roles and responsibilities (two days training)](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=1723&LM_CI_ID=1307&NAV=URL)

A WorkSafe accredited course that addresses the return-to-work coordinator competency requirement in occupational health and safety audits.

### Workers’ compensation webinars

There are a variety of webinars suitable for principals, business managers, return to work coordinators and HR administration staff. Register through the LearnED links for the topics of choice.

If there are no dates available for your preferred webinar, please contact: [workers.compensation.advisory@education.vic.gov.au](mailto:workers.compensation.advisory@education.vic.gov.au).

[Workers’ compensation records management](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3219&LM_CI_ID=1491&NAV=URL) (staff login required).

Learn about the principles of effective records management.

[Workers’ compensation litigation](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3941&LM_CI_ID=1563&NAV=URL) (staff login required)

This session includes the important information for manager and return to work coordinators, stepping through the litigation process for a workers’ compensation claim.

[Temporary return to work placements](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3221&LM_CI_ID=1493&NAV=URL) (staff login required)

Learn about the temporary return to work process including hosting someone on a return to work.

[Workers’ compensation questions and answers](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3220&LM_CI_ID=1492&NAV=URL) (staff login required)

This online session covers key topics and frequently asked questions.

[New work-related injury/claim process webinar](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3188&LM_CI_ID=1487&NAV=URL) (staff login required)

Helps new and experienced return-to-work coordinators better understand the new claims process, including lodging a claim, liability, initial planning, leave entry and consultation.

[Return-to-work obligations and responsibilities](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3217&LM_CI_ID=1488&NAV=URL) (staff login required)

This webinar takes new and experienced return-to-work coordinators through employer obligations and responsibilities, worker rights and obligations, return-to-work planning and funding support.

[Mental health claims management](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3224&LM_CI_ID=1494&NAV=URL) (staff login required)

This online session is for return-to-work coordinators and introduces practical strategies to support employees to return to safe and sustainable work following a mental health claim.

[Workers’ compensation eduPay management](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3218&LM_CI_ID=1490&NAV=URL) (staff login required)

This online session is for HR administrators with access and responsibility for entering WorkCover leave into eduPay.

[Workers’ compensation disputes and conciliation](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3816&LM_CI_ID=1556&NAV=URL) (staff login required)

This webinar steps managers and return-to-work coordinators through the conciliation process for disputed workers’ compensation claims.

[Determining liability](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3660&LM_CI_ID=1537&NAV=URL) (staff login required)

This online session covers the claim lodgement process and the requirements of the WorkSafe agent, Gallagher Bassett, to determine a claim’s liability. It also includes guidance on submitting information and how to prepare for investigations related to the claim’s liability.

### eduSafe Plus Workers’ Compensation Functionality online training

[eduSafe Plus](https://services.educationapps.vic.gov.au/edusafeplus) provides an electronic platform for schools to manage their workers’ compensation claims, including:

* submitting claims
* uploading documents
* adding notes.

Refer to the [Knowledge Base](https://det1prd.service-now.com/edusafeplus?id=kb_article&sys_id=0acaef98974596541b21b137f053aff3) for the eduSafe Plus training schedule (which includes all upcoming eduSafe Plus training), or enrol directly into the [Using Workers’ Compensation functionality in eduSafe Plus’ via LearnEd](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6319&LM_CI_ID=1891&NAV=URL) (staff login required).

### Policy, guidance and resources

The department’s Policy and Advisory Library includes all related policy information, guidance, and resources under the relevant menu tabs:

* [Workers’ Compensation](https://www2.education.vic.gov.au/pal/workers-compensation/policy).

### Find out more

For further enquires, contact the Return to Work and Compensation team:

* email: [workers.compensation.advisory@education.vic.gov.au](mailto:workers.compensation.advisory@education.vic.gov.au)
* phone: 03 7022 0780.

**The eduPay Way**



The month of March has been busy with many business manager engagement sessions – Q&As with the eduPay experts, business working groups and presenting at local and regional network meetings - as the roadmap 2025 is progressed. See[top five key features for schools](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Roadmap%20Top%205_March%202025.pdf) for 2025.

Registration is still open to participate in some key working groups. The [guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Support%20for%20BMs.pdf) to all things eduPay has been updated, which has had over 4,500 views.

**eduPay will be out of action for a small window of time over the Easter long weekend** **for our annual upgrade** to ensure we remain current with the latest version. The department does this once a year during a term break to minimise the impact on our school users. A reminder will be sent closer to this, on the Announcement tile on eduPay.

Project - Time in Lieu (TIL) 2025

The department has a whole project dedicated to TIL this year. Three changes have been implemented with another 3 on the way.

**Available now:**

1. **Request TIL** - has been updated to reflect one request (instead of 2) for ES staff – page 3 of the [**guide**](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf)
2. **Review TIL** - has 2 new acquittal types – Deferral Requests and Camp on Call overnight payouts – page 14 of the [**guide**](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf)
3. **TIL Reporting** - has a new icon – and a new column – page 12 of the [**guide**](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf).

Check the updated [guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) with all the changes – new changes can be accessed via the hyperlinked table of contents. The department is currently working on the following features due May/June 2025.

**Coming soon:**

1. **Acquit TIL via Payout** -making it easier and faster
2. **Authorised users to enter TIL on behalf of employees** - currently investigating options (e.g. BMs)
3. **Usability Improvements** - including greater access to specific details based on BM feedback and questions raised in the BM Q&As.

Keen to participate in the TIL working group with 150+ BM colleagues already registered and providing valuable input? Please register [here](mailto:tania.rann@education.vic.gov.au).

Overpayments reimagined - notifications and more information coming 31 March 2025

Phase 1 launched late last year, and notifications will soon be activated for employees, and enable both managers and employees to select the transactions they want to view – to see a breakdown of the arrears or overpayment. This new information will show underlying data which will assist in determining the cause. See the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf) for the changes in December 2024, and new items will be added to this guide in time for launch.

Reminders

**Recruitment Online (ROL) is now** [Schools Jobs Victoria](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vic.gov.au%2Fschool-jobs&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C65cedaac65754d5305c408dd6810ccaf%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638781143541282760%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=sqKIS1YsNLtFCIfjKkK4E8w%2BhYTF2yv9BXj%2Fzoe9kEE%3D&reserved=0).

**Conflict of Interest (COI) and Declaration of Private Interest (DPI) changes** - *available now*

The department has launched a revised COI policy and accompanying guidance, with the COI declaration system in eduPay also being updated to align with the new COI policy. An article was published in the [School Update on 4 March 2025](https://eduvic.sharepoint.com/sites/SchoolUpdate/SitePages/Conflict-of-Interest-policy-updates.aspx?xsdata=MDV8MDJ8QW5nZWxhLlBpbmVyb0BlZHVjYXRpb24udmljLmdvdi5hdXw2NWNlZGFhYzY1NzU0ZDUzMDVjNDA4ZGQ2ODEwY2NhZnxkOTZjYjMzNzFhODc0NGNmYjY5YjNjZWMzMzRhNGMxZnwwfDB8NjM4NzgxMTQzNTQxMzA2MTUyfFVua25vd258VFdGcGJHWnNiM2Q4ZXlKRmJYQjBlVTFoY0draU9uUnlkV1VzSWxZaU9pSXdMakF1TURBd01DSXNJbEFpT2lKWGFXNHpNaUlzSWtGT0lqb2lUV0ZwYkNJc0lsZFVJam95ZlE9PXwwfHx8&sdata=eEhJQzhzdkdoeHFEaUEwMlFaeUg4azFXZ3NxNTlCK1NjdDFXSVBjdDJJUT0%3d) setting out the changes and providing links to the new policy and guidance materials. Training opportunities will be offered in term 2 to support school leaders with implementation.

* **Conflict of Interest (COI)** - when the eduPay COI declaration system updated on 1 March 2025, all existing COIs in eduPay were finalised and made read-only. Any existing COI declarations that were in Draft, Pushed Back, Pending Review or Pending Approval status were also finalised, meaning that employees will now have to re-submit those declarations for approval. Employees and principals were encouraged to ensure that any outstanding COI declarations were approved before 1 March 2025 to take effect.
* **Declaration of Private Interest (DPI)** - when the eduPay DPI declaration system updated on 1 March 2025, all draft DPIs in eduPay that were created on or before 30 June 2024 were finalised and made read-only. Principals were advised that no action was necessary on these drafts.

Any existing DPIs from 1 July 2024 that were in Draft status were to remain open and be subject to the new workflow process permitting your manager to review your DPI response.

For any COI or DPI policy related queries, contact the Conduct and Integrity Division - phone: 03 7022 5400 and email: [integrity.enquiries@education.vic.gov.au](mailto:integrity.enquiries@education.vic.gov.au).

For all other COI and DPI eduPay support related queries, please contact Schools People Services - phone: 1800 641 943.

**Business Manager (BM) Phishing Course –** *due end of term 1*

The Phishing for BMs [eLearning course](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=7594&LM_CI_ID=1965&NAV=URL) puts business managers in the shoes of a cybercriminal, and BMs will learn how and why they are targeted. The course will arm business managers with everything needed, *including what tactics and information is used to get around their defences,* and provide information on how to report these emails. There are 4 mini modules to complete (approx. *5* mins each) with completion due by Friday 4 April 2025. The course code is DET-932-1 via [LearnED](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=7594&LM_CI_ID=1965&NAV=URL).

**The eduPay team looks forward to seeing business managers in person or virtually** at one of our engagement sessions soon. For further information, or to request a presentation on timely eduPay updates and learning bites at one of the network meetings this year, please contact the [team](mailto:tania.rann@education.vic.gov.au).